**1.03 Advertise a Speaker**

**Directions:** In this activity, you will use desktop publishing software to design a flyer to advertise a speaker. Follow the directions below.

1. Launch your desktop publishing program and choose to design a flyer.
2. Select a simple design or template appropriate for advertising an event.
3. Save the file as **Speaker.**
4. Close the task pane if there is one, and then zoom in to 75%.
5. Replace the sample text with the following information:

**Event title:** Guest Speaker

**Date:** Current

**Time:** 12:00 p.m.

**Location:** Building 8, Cafeteria, 4th Floor

**Contact:** 555-7777, ext. 3456

**Description:** Dr. Keith Lancaster, a specialist in retirement planning, will be giving a lecture about investing for the future, targeted toward those nearing retirement age. At the end of the talk, Dr. Lancaster will answer questions from the audience.

1. Replace the sample picture with an appropriate one from clipart or clipart online. Adjust the size of the graphic frame if necessary.
2. Check the spelling in the file. Remove any unnecessary text boxes, frames, or graphics.
3. Preview the file, and then print a single copy.
4. Save changes and close the **Speaker** file.